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OFFICE OR STAFF			Approved For Release 2001/08/20 : CIA-RDP78-03568A000600070034-1		CONTROL NO.		Page of Pages		
Office of Communications			V		202				
DELETIONS			ADDITIONS					NET CHANGE	ORGANIZATION
ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	ORGANIZATION AND POSITION TITLE	SERIES & GRADE	POSITION NO.	NEW BR. & DIV. TOTALS	CODE	(Machine Records)	
<u>Office of Communications</u> <u>Policy and Planning Staff</u>			<u>Office of Communications</u> <u>Policy and Planning Staff</u>						
Clerk Stenographer	GS-312-4	21	Secretary (Steno)	GS-318-5	510				
Clerk Stenographer	GS-312-4	22	Secretary (Steno)	GS-318-5	510.01				
NEW OFFICE TOTALS			APPROVAL						
This change does not affect Office totals or ceiling.			SECRET The T/O changes listed above are hereby approved. Please make changes on office records as necessary. Retain this authority until new machine printed T/O page(s) is received.					Chief, Class. & Wage. Div.	
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Security Information

*M*4438
Memorandum • UNITED STATES GOVERNMENT

Chief, Classification and Wage Division

DATE: 29 April 1953

FROM : Office of Communications, Administrative Staff

SUBJECT: Re-allocation of Positions

1. The Office of Communications requests that position V-21, Clerk-Steno, GS-312-4, Plans and Policy Staff be reviewed and re-allocated to Secretary-Steno, GS-318-6 and that position V-22, Clerk-Steno, GS-312-4, Plans and Policy Staff be reviewed and re-allocated to Clerk-Steno, GS-312-5.

2. It is the opinion of this office that an overall analysis of the present Plans and Policy Staff Table of Organization and a review of the duties and responsibilities contained in the attached job sheets will justify and support the above request.

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[REDACTED]
Chief, Administrative Staff

Attachments

(2) Position Descriptions

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*Request discussed with Mr. [REDACTED], Chief & Deputy Chief,
Policy & Planning Staff separately and duties described in the
position descriptions were reviewed with them which they pointed
out that the two positions would be additional identical [REDACTED]
seeing the various staff members. Reviewed and analyzed duties and pointed
out basis for determination of duties at GS-5 level which they concurred*

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KC*

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